

**MOST IMPORTANT**

**No.A.21016/1/90-P&AR(GSW)/pt  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(GENERAL SERVICE WING)**

**OFFICE MEMORANDUM**

Dated Aizawl, the 4<sup>th</sup> June, 2012

**Subject: Alteration of Date of Birth in respect of Government Servants.**

The undersigned is directed to refer to this Department's o.M.No.A.21016/1/90-P&AR (GSW) dated 20.5.1996 (copy enclosed) in which it had been stated that proposal for alteration of date of birth of Government servants are referred to DP&AR(GSW) after the concerned employees expired or went on superannuation pension, as the case may be, which very often placed the Government in an awkward position as unauthorized excess service requiring regularization causes prolonged pending Pension cases.

It had also been envisaged in that O.M that all Administrative Departments and Heads of Departments/offices should verify the service books of employees working under them and to see if there are overwriting/alteration of date of births in the Service Book and if there is any such alteration of date of birth should be brought to DP&AR with justification within 3 months.

It had further been mentioned in that O.M that there may be certain instances where the date of birth once recorded in the Service Book may be altered unauthorisedly without the knowledge of Head of Departments/Offices. This undesirable practice should not be allowed to occur at any quarter. To avoid this undesirable practice as well as to ensure verification of all Service books, a proper register should be maintained by the Heads of Departments/Offices. In the register so maintained, names of Government servants and their dates of birth recorded in the Service Books should be clearly recorded. Such entries in the register should be signed by the Head of Departments/Offices and the date of birth of a Government employees so recorded in the register should be the same as recorded in the Service Book of an employee concerned. The said register can also be used as a good document to prove that the date of birth of a Govt. servant is not altered/overwritten before he/she is posted out from one Office/Department to another Offices/Departments. In such way, it may be easy to book defaulting office/department in the event of subsequent alteration of date of birth of a Government servant in the Service Book.

**Contd/..2**

No.A.21016/1/90-P&AR(GSW)/pt  
 GOVERNMENT OF MIZORAM

However, despite issue of an O.M to the effect, it has come to the notice of DP&AR that some Departments still submit cases of alteration of date of birth of Govt. servants in the Service Books to DP & AR seeking for regularization mainly on the verge of retiring date of a Govt. servant concerned. This kind of late submission of proposal to DP&AR for regularization of the tampered service book is very much undesirable.

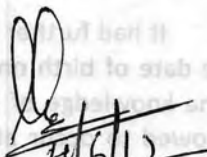
All Administrative Departments/Heads of Departments/Offices are hereby once again requested to comply with the standing instructions and to conduct special drive to see if there is any alteration, correction or overwriting of date of birth in the Service Book of Govt. servants working under them and to report the same, if any to DP&AR(GSW) within 3(three) months from the date of issue of this Office Memorandum. In case there is any such alteration of date of birth unreported within the time limit, the Administrative Departments/Heads of Departments/Offices will solely be responsible for the lapse.

The undersigned is directed to refer to the Department's O.M.No.A.21016/1/90-P&AR (GSW) dated 20.2.2012 (copy enclosed) in which it had been stated that proposal for alteration of date of birth of Government servants are referred to DP&AR(GSW) if employee's expired or went on superannuation date, as the Government in an onward position as regularization causes prolonged pending Pension cases.

**Sd/-R.ZARZOSANGA**  
 Joint Secretary to the Govt. of Mizoram  
 Deptt. of Personnel & Adve. Reforms

Memo.No. A.21016/1/90-P&AR (GSW)/pt : Dated Aizawl, the 4<sup>th</sup> June, 2012

- Copy to:-
1. Secretary to the Governor of Mizoram.
  2. Secretary to Chief Minister, Govt. of Mizoram.
  3. P.S. to Speaker/Minister, Mizoram.
  4. P.S to Dy. Speaker/M.O.S/Parliamentary Secretaries, Mizoram.
  5. All Administrative Departments.
  6. All Heads of Departments.
  7. Guard File.

  
 (R. LALREMSANGA)  
 Under Secretary to the Govt. of Mizoram  
 Deptt. of Personnel & Adve. Reforms  
 Phone No:2336020  
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GOVERNMENT OF BIHAR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
GENERAL SERVICES DIVISION

OFFICE MEMORANDUM

Dated Patna, the 20th May, 1966.

Subject :- Alteration of date of birth in respect of Government Employees.

No. A.21016/1/79-P AR(G.S.D.) : Reference is invited to this Department's C.M. of even No. Dt. 5.10.1964 and A.15010/5/88-P AR(G.S.D.) Dt. 12.6.1964 on the above subject. It is still observed that some Heads of Departments/Offices are not properly maintaining the Service Books of their employees as required under the rules and regulations. In many cases, the dates of births of Govt. servants, originally recorded in the Service Books are tampered with and altered by unauthorised officials. In some cases, proposal for alteration of dates of births of Govt. servants are referred to DP & AR(G.S.D.) after the concerned employees expires or went on superannuation pension, as the case may be, which very often placed the Govt. in an awkward position while requiring to regularise the unauthorised excess services apart from causing prolong pending of pension case. This kind of lapse shows lack of devotion to duty on the part of Heads of the Departments/Offices concerned who maintains the Service Books of the Govt. servants' which is very seriously viewed by the Government.

Henceforth, all administrative Depts/all Heads of Depts/offices are instructed to invariably verify the Service Books of the employees working under them and to see if there are any over-writing/alteration of dates of births in the Service Books requiring Govt. approval. In the event of being such cases, the same should be submitted to DP & AR(G.S.D.) with proper justification for each case through their respective Administrative Departments within a period of 3 (three) months from the date of issue of this Office memorandum failing which appropriate action will be contemplated against the concerned defaulting Heads of Depts/Offices. If there is no such case, nil report may be submitted positively.

There may be certain instance where the date of birth once recorded in a Service Book may be altered unauthorisely by some vested interest without the knowledge of Head of Office/Head of Deptt.. This undesirable practice should not be allowed to occur at any quarter. To avoid happening of this undesirable practice as well as to ensure verification of all Service Books, a proper register should be maintained separately in each Service Book maintaining office. In the register name of Govt. servants and their dates of birth as seen in the Service Book at the time of verification of the Service Book should be clearly recorded with date of verification of each Service Book. Such entry made in the Register for each Service Book should be signed by the Head of Office/Head of

of Deptt. as the case may be. The date of birth of an employee so entered in the register should also not bear over-writing and it should be quite the same as recorded in the Service Book.

Any Service Book bearing overwriting/alteration in the date of birth of an employee should be taken up separately and it should not be mixed up with other Service Books that are to be taken up in the above prescribed register. The register so maintained for the purpose stated above should be treated as confidential and it needs not be shown to any person other than the Service Book dealing person/persons and any officers authorised to conduct verification of Service Books. The said register can also be use as a good document to prove that the date of birth of a Govt. servant is not altered/overwritten before he/she is posted out from one Office/Deptt. to another Office/Deptt. In this way it may not be difficult to book any defaulting Office/Deptt. in the event of subsequent alteration of date of birth in the Service Book of Govt. servants who are subjected to change of posting several times during their service. All Heads of Departments are informed to bring the contents of this Office Memorandum to all the subordinate offices under their control.

38/-

LALMALSAWMA

Secretary to the Govt. of Mizoram.

Memo No. A.21016/1/90-PAR(GBW) : Dated Aizawl, the 20th May, 1996.  
Copy to :-

1. P.S. to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Dy. Speaker, Mizoram.
4. P.S. to All Ministers/M.O.S./Vice Chairman, Mizoram.
5. P.S. to Chief Secretary, Mizoram.
6. All Commissioners/Secretaries, Mizoram.
7. All Under Secretaries, Mizoram.
8. Deputy Commissioner, Aizawl/Lunglei/Saiha.
9. Director of Accounts & Treasuries, Mizoram.
10. All Heads of Departments.
11. Guard File.

( JIMMY VANLALRUATA )

Under Secretary to the Govt. of Mizoram,  
Deptt. of Personnel & A.R.,  
General Service Wing.

YJS